

# JOB DESCRIPTION



## JOB IDENTIFICATION

<i>Job Title:</i>	Planner	<i>Pay Grade:</i>	EAP-9
<i>Department:</i>	Planning and Economic Dev.	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Planning and Eco. Dev. Office	<i>Reports to Position:</i>	Planning Director
<i>Effective Date:</i>	March 16, 2022		

## JOB SUMMARY

Under the general direction of the Planning Director, performs administrative and technical work in city planning. This position will implement planning and zoning functions of the Planning Department to include zoning plan review, staff reports, pre-application meetings and public participation process. In addition, the position conducts planning research and analysis on routine to more complex projects. The work requires independence in planning research, analysis and report writing.

## ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Assists in planning studies and developing reports in support of new and updated plans, programs and regulations.
- Assists with the preparation of reports on development proposals to the Planning Commission and City Council, as well as other committees and boards as directed.
- Receives applications for rezoning, text amendments, conditional uses, administrative subdivisions, re-plats, preliminary plats and final plats and other items for the Planning Commission agenda, verifies completeness of applications, inputs data into departmental software.
- Conducts review of various development applications including rezoning requests, ordinance amendments, site plans, special use permits, conditional use permits, variances (if needed), subdivision plats and other proposals.

- Writes, or assists in writing, a variety of ordinances and regulations relating to development controls.
- Assist with writing grant proposals to fund planning and economic development project
- Attends meetings as necessary in the absence of the Planning Director.
- Acts as the City's census liaison (required every 10 years)
- Assist with various community projects

## **QUALIFICATIONS**

### **Education and Experience Guidelines**

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

#### **Education and Training**

Bachelor's Degree in Urban and Regional Planning or closely related field

#### **Experience**

Minimum Two Years Working in Urban Planning; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certification Required**

Valid Driver's License

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

#### **Knowledge of:**

- Community Planning Concepts and Techniques
- GIS knowledge required
- Applicable State, Federal and Local Ordinances, Laws, Rules and Regulations Regarding Land Use and Zoning
- Computer Applications Related to Essential Job Functions

**Ability to:**

- Work Independently
- Analyze Situations and Problems and Devise Solutions
- Analyze Data and Prepare Technical Reports
- Read a Variety of Legal, Financial, Public Relations and Civil Engineering Documentation
- Write Job Related Documentation and Reports in Proper Format
- Clearly Verbally Communicate With Others to Clearly Relay Information
- Add, Subtract, Multiply and Divide including Percentages and Decimals
- Work in an Constant State of Alertness and in a Safe Manner

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

**Environment:** Normal Office Environment, Outdoors when visiting sites and conducting planning studies

**Physical Demands:** See Accompanying Page

**Key Working Relationships:** Planning Director, Engineering Employees, Building Officials and Code Enforcement Employees

**APPROVAL/ACKNOWLEDGEMENT**

_____	<u>Planning Director</u>	_____
Department Head	Title	Date
_____	<u>HR Director</u>	_____
Human Resources Director	Title	Date
_____	<u>City Manager</u>	_____
City Manager	Title	Date
_____		_____
Incumbent Employee Printed Name and Signature		Date

# PHYSICAL REQUIREMENTS – PLANNING DIRECTOR – ECONOMIC DEVELOPMENT

Rare  
0%-10%  
of the time

Occasional  
11%-33%  
of the time

Frequent  
34%-66%  
of the time

Continuous  
67%-100%  
of the time

Rare  
0%-10%  
of the time

Occasional  
11%-33%  
of the time

Frequent  
34%-66%  
of the time

Continuous  
67%-100%  
of the time

LIFT/CARRY				
1-10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USE & OPERATION				
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Equipment (Backhoe, dump truck)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Apparatus (Fire Truck, Street Sweeper)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Equipment (Mower)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handheld tool/equipment (tamps, weed eaters, shovel)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PUSH/PULL				
1-10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK WITH/NEAR				
Machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impact Tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MOVEMENT				
Bend/Stoop/Twist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouch/Squat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Arm Use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Wrist Use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Repetitive Hand Use</b>				
a) grasping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) squeezing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT				
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	8
Stand	2	4
Walk	1	1

### Additional Considerations (including clarification of any of the above)

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Visual Acuity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual dexterity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>